

Sample Instructions for Local Employer Distribution (2014)

I – Local Government Employers

Local Government Employers under the Wisconsin Retirement System (WRS) receive enough copies of the *WRS News* so that there is one for each of their employees. Utilizing instructions from the Department of Employee Trust Funds, the print vendor distributes bundles of folded newsletters (with no indicia; 100 per bundle) in required quantity to each employer, utilizing either a ground carrier or the United States Postal System (USPS) for shipment.

- There are approximately 1,300 individual Local Government Employers
- Total employee count is approximately 185,000

Thus, the vendor is distributing 185,000 newsletters to about 760 employers, utilizing instructions provided by ETF as to newsletter-count-per employer. ETF provides the information in two Excel spreadsheets -- one contains employer addressing information; the other contains employer name and newsletter quantity (employee count).

II – School Districts of Madison, Racine, Milwaukee

Of the approximately 185,000 newsletters delivered to the 760 Local Government Employers, there is a sub-group of three employers that require special handling. They are: the school districts of Madison and Racine. The approximately 7,500 newsletters sent to these employers must be counted, sorted and bundled by each district's individual work location. Vendor will package each district's bundled newsletters and ship them via the least expensive shipping method to the district's main offices. ETF will provide instructions detailing counts for bundling the newsletters by individual work locations and shipping labels for each of the two employers. In addition, the vendor will distribute approximately 7,000 newsletters (in bundles of 50 each) to the Milwaukee Public School District Offices.)